

**BY ORDER OF THE
INSTALLATION COMMANDER
JOINT BASE ANDREWS**



JOINT BASE ANDREWS INSTRUCTION 31-218

9 JULY 2015

Motor Vehicle Traffic Supervision

***COMPLIANCE WITH THIS PUBLICATION
IS MANDATORY***

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This instruction implements Air Force Instruction (AFI) 31-218, *Motor Vehicle Traffic Supervision*, and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*.

This instruction serves as a basis for effective law enforcement and traffic safety operations at Joint Base Andrews (JBA). All personnel at JBA are essential in achieving the mission at JBA and must play an active role in the security of the installation. This instruction is affected by the Privacy Act of 1974 and is authorized by Title 10 USC 3012 and 44 USC 3101. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Supplementation of this regulation and establishment of command and local forms, except by the proponent, is prohibited. Interim changes to this regulation are not official unless initiated by the proponent and authenticated by the Installation Commander or his/her representative. Suggested Improvements: the proponent of this publication is the Defense Force Commander, JBA, Maryland. Users are invited to submit comments (Recommended Changes to Publications and Blank Forms), to Commander, ATTN: Defense Force Commander, JBA, Maryland.

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Chapter 1

INTRODUCTION

1.1. Purpose.

1.1.1. This regulation prescribes policies and procedures for the registration of privately-owned vehicles (POVs) and the safe and legal operation of all vehicles, both privately-owned and military, when on JBA property, and specifies conduct subject to enforcement through administrative or judicial forums. This regulation applies to owners and operators of POVs, having a valid need to drive their vehicles on JBA property. All personnel will comply with state and local traffic laws when operating government owned vehicles (GOVs) off the installation. It provides for the registration of POVs, and the safe and legal operation of all vehicles, both privately-owned and military, on JBA property. Appropriate administrative/judicial action may be taken in accordance with applicable regulations and directives. In accordance with 32 CFR Section 210.3 and Title 18 United States Code (USC), both military members and civilians may be cited and prosecuted in U.S. District Court for violations of this regulation, pertinent federal law, or other federally assimilated state law. Administrative sanctions may also apply. JBA has adopted MD state traffic code as its primary traffic code. Any conflicts between MD traffic code, DoD, AF and JBA policy will default to the more specific requirement.

1.1.2. A Motor Vehicle is defined as a vehicle propelled by an engine (i.e., an internal combustion engine, hybrid engine or an all-electric engine). For the purposes of this regulation, a motorcycle, moped, and motor scooter (even those operating on an engine which has an internal combustion engine with a capacity of 50 cubic centimeters piston displacement or less) is defined as a motor vehicle, and the operators of these vehicles must meet all driving and operating requirements specified for vehicles in this regulation.

1.2. Policy.

1.2.1. This regulation establishes installation policies and procedures to be used in conjunction with AFMAN 31-116, AFI 31-218, 32 CFR Part 634, and Maryland motor vehicle law.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Commanders and supervisors will.

2.1.1. Notify 11 SSPTS/S5A (301) 981-2008, if any member of their unit is arrested or detained by off base authorities for any criminal and/or serious traffic infraction that would typically warrant a revocation/suspension of base driving (i.e., driving under the influence (DUI), vehicle manslaughter, etc.) by the next duty day following the Commander's/Supervisor's notification.

2.1.2. Require each member of his/her unit or section, operating a GOV or POV; be properly licensed and familiar with the installation and Maryland State traffic regulations.

2.1.3. Ensure personnel driving motorcycle(s) or moped(s) on this installation are aware of the provisions of the Air Force Motorcycle Safety Program (AFMSP). Personnel must be properly trained and licensed, maintain minimum vehicle liability insurance, and register their motorcycle(s) in a timely manner.

Chapter 3

JBA TRAFFIC CODE AND PROCEDURES

3.1. Parking restrictions.

3.1.1. Stopping or parking is prohibited (except to avoid traffic congestion or in compliance with a traffic order or device) in the following places:

3.1.1.1. On a sidewalk.

3.1.1.2. In front of a public or private driveway.

3.1.1.3. Within 15 feet of a fire hydrant.

3.1.1.4. On a crosswalk.

3.1.1.5. Within 20 feet of an intersection.

3.1.1.6. Within 20 feet of a driveway entrance for emergency vehicles.

3.1.1.7. Alongside any vehicle (double parking) except in angle parking.

3.1.1.8. Where prohibited by official signs.

3.1.1.9. Upon lawns, grass, seeded areas, or unpaved surfaces not marked for normal traffic use.

3.1.1.10. Within 20 feet of buildings where the area is designated as a fire lane.

3.1.1.11. Within 50 feet of buildings designated for storage of flammable or explosives.

3.1.1.12. In service driveways.

3.1.1.13. Within 15 feet of refuse containers.

3.1.1.14. In any area designated as a loading/unloading area, except when actually loading or unloading. Vehicle must be attended at all times.

3.1.1.15. Outside marked stalls or on cross-hatched areas within parking lots where striping is employed.

3.1.1.16. On all roads and service roads except when authorized by appropriate signs or markings. Exception: Housing areas, picking up/discharging passengers.

3.1.1.17. Obstructing the normal flow of traffic. **Note:** Emergency vehicles, when in the performance of official duties, are excluded from these prohibitions.

3.1.1.18. The above restriction does not apply to Maintenance or Construction Vehicles provided they follow the Federal Highway Administration U.S. D.O.T. (Department of Transportation) Guidelines for Traffic Control.

3.1.2. Stopping to Pick Up or Discharge Passengers. A POV or conveyance may stop to pick up or discharge a passenger on any portion of the roadway not controlled by traffic signs, signals or devices. However, compliance with all existing traffic regulations governing the stopping and parking of vehicles is required. Vehicles will be stopped in a

parallel position not more than 18 inches from the curb, on curbed roadways, and headed in the direction of traffic.

3.1.3. Drivers who accumulate three or more parking violations during any six-month period may have their driving privileges suspended for up to six months. The procedures regarding the suspension and revocation of driving privileges on the installation are set forth in AFMAN 31-116 Chapter 5 and AFI 31-218, Table 5-2.

3.1.4. Persons going TDY for more than seven days that wish to park their vehicles on the installation, must park them in the long term parking lot on Menoher Drive. Owners must place a placard, with their pertinent information, on the dashboard of their vehicle.

3.2. Parking Plan and Reserved Parking Policy.

3.2.1. Commanders, Directors, or activity chiefs desiring to designate reserved parking spaces within their area will do so in accordance with the standards established by the parking policy in Attachment 2.

3.3. Motorcycles, Mopeds, and ATVs.

3.3.1. Motorcycle operators must have a valid state motorcycle operator's license, must be currently registered, and must display a valid state license plate and valid state inspection sticker (if applicable) issued by the owner's state of residence or the state of Maryland. Motorcycle operators must carry evidence of continuing compliance with minimum requirements of the insurance laws or regulations of the state of Maryland (as applicable). This applies to military personnel while riding on or operating a motorcycle on or off the installation.

3.3.2. Military personnel (on or off-duty), regardless if they intend to operate the vehicle on the installation and AF civilian personnel whose position description (PD) requires operating a motorcycle will successfully complete motorcycle safety training, IAW training outlined in AFI 91-207, *US Air Force Traffic Safety Program*, Table 4.1. Personnel will contact their Unit's Motorcycle Safety Representative (MSR) for information on obtaining motorcycle safety training.

3.3.3. Personal Protective Equipment. Motorcycle, ATV and Three-Wheeled vehicle riders will wear:

3.3.3.1. Head Protection. A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin. Commanders may authorize use of combat helmets for operating tactical vehicles (e.g., motorcycles and ATVs) during operations and training based on a risk assessment IAW AFI 90-802 Risk Management.

3.3.3.2. Eye Protection. Goggles, wrap around glasses, or a full-face shield designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658 in effect when manufactured, will be properly worn. A windshield does not constitute proper eye protection.

3.3.3.3. Protective Clothing. Wearing of long sleeved shirt or jacket, long trousers and full-fingered gloves or mittens is required. Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing of a motorcycle jacket and pants

constructed of abrasion resistant materials such as leather, Kevlar and/or Cordura containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

3.3.3.4. Foot Protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles.

3.3.3.5. Tactical Motorcycle and ATV Rider Protection. In addition to the above listed items, government-owned motorcycles and ATV operators during off-road operations should also wear knee pads, shin guards and padded full-fingered gloves.

3.3.4. Headlights will be on at all times when in operation.

3.3.5. A rear view mirror will be attached to each side of the handlebars or fairings.

3.3.6. No off-road motorcycle, ATV, or other type of motor vehicle riding is permitted on the installation unless authorized by the 11 WG/CC or delegate.

3.4. Traffic accident procedures.

3.4.1. Drivers involved in any traffic accident will stop immediately as close to the scene as safely and reasonably possible. They must report the accident to the Base Defense Operations Center (BDOC) (301)-981-2001 as soon as possible, giving their name, grade, organization and/or address, and location of the accident.

3.4.2. A driver involved in a traffic accident must give their name, address, vehicle identification number, license plate number and show his/her driver's license when involved in a traffic accident.

3.4.3. Any other person in a vehicle involved in an accident, witnessing or discovering an accident will take the above actions. In all cases, vehicle occupants or other witnesses will provide their name, organization or address, and telephone number to investigative personnel who arrive on the scene and to the drivers of any vehicles involved in the accident.

3.4.3.1. When a driver of any vehicle is physically incapable of complying with these reporting requirements and another occupant of the vehicle is capable, such occupant will make the necessary report.

3.4.3.2. All vehicle accidents, regardless of damage to vehicles or property or injury, will be reported to the BDOC within 72 hours; any accident reported after that will not be entertained.

3.4.3.3. The driver of any GOV vehicle involved in an accident off base will give aid, properly identify themselves, and notify the appropriate state, county, township, or other police department. He/she will then notify the nearest police station, giving his/her name, unit, motor pool and location of accident.

3.4.3.4. The procedures pertaining to accident reports and investigations are set forth in AFMAN 31-116, para 4.2 and AFI 31-218, paragraph 4-6.

3.4.3.5. The on-duty SF Supervisor will determine if the vehicle will be driven or moved without the owner's consent if the owner cannot be contacted or the owner refuses.

3.5. Emergency vehicles.

3.5.1. These provisions are intended to facilitate movement of emergency vehicles under emergency conditions. These provisions do not protect the driver of an emergency vehicle in the event of his/her reckless disregard for the safety of others.

3.5.1.1. Drivers of emergency vehicles will observe all traffic regulations, except when in a genuine emergency or pursuant to the apprehension of the violator or suspected violation. They may park in any location, proceed past red lights or stop lights, and make unauthorized turns if the vehicle is under control and the maneuver does not endanger life and property. They may also exceed posted speed limits by a reasonable margin if the vehicle is under control and the speed does not endanger life or property and if audible or visible emergency signals are in use.

3.5.1.2. No driver of a vehicle, other than an emergency vehicle, will follow closer than 500 feet when following a fire department vehicle proceeding to a fire, nor will any driver drive into or park within the block where fire department vehicle has stopped in answer to a fire. Vehicles will not be driven over an unprotected fire hose without the consent of a fire department official.

3.5.1.3. Upon the approach of an emergency vehicle using an audible or visible emergency signal, the driver of any other vehicle will yield the right-of-way and immediately drive to the extreme right side of the roadway clear of any intersection and permit the emergency vehicle to pass.

3.5.1.4. The use of the headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating or skateboarding on roadways is prohibited. Use of listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

3.6. Bicycle traffic.

3.6.1. Violations of Paragraph 3.6. of this instruction will not be referred to the United States Magistrate Judge (i.e., Bicycle traffic violations may be cited via DD Form 1408, but not DD Form 1805).

3.6.1.1. Obedience to traffic devices: Bicyclists will obey all traffic signals, signs, and/or devices. Wherever turns are not permitted, a bicyclist may turn only by dismounting and obeying regulations pertaining to pedestrians.

3.6.2. Riding.

3.6.2.1. Bicyclists will not carry any other person on a bicycle, with the exception of tandem bicycles. They may carry as many passengers as there are seats and sets of pedals. Bicycle infant seats that are determined by Police Services to make operation of the bicycle unsafe will be removed.

3.6.2.2. Bicyclists will not ride other than upon or astride the bicycle seat, except standing on pedals is permitted.

3.6.2.3. Bicyclists will ride as near to the right-hand side of the roadway as practical, taking care when passing a standing vehicle or one proceeding in the same direction.

- 3.6.2.4. No more than two bicyclists will ride abreast.
- 3.6.2.5. Bicyclists riding upon sidewalks will yield right-of-way to pedestrians and will give audible signal before passing pedestrians.
- 3.6.2.6. Bicyclists exiting from an alley or driveway will come to a complete stop and will yield the right-of-way to approaching traffic.
- 3.6.2.7. Bicycles will not be parked upon a street or sidewalk, which would obstruct traffic or pedestrian flow.
- 3.6.2.8. Bicycles used at night will be equipped with a bicycle headlight and taillight or red reflector.
- 3.6.2.9. Every bicycle will be equipped with a brake capable of skidding the brake wheel on a dry, level, clean pavement.
- 3.6.2.10. Children will not be permitted to ride bicycles that are too large for them to handle safely.
- 3.6.2.11. Persons riding upon bicycles of all types, roller skates, sleds or toy vehicles will not be towed or pushed by any other vehicles under any circumstances.
- 3.6.2.12. All personnel, to include family members, who ride bicycles on military installations, will wear a bicycle helmet.
- 3.6.2.13. Workers operating bicycles in areas that require the use of American National Standards Institute (ANSI)-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets instead of approved bicycle helmets.
- 3.6.2.14. Wear highly visible outer garment containing retro-reflective material during hours of darkness or reduced visibility. Riders are recommended to wear a highly visible outer garment during daylight hours to enhance their conspicuity.

3.7. Pedestrian and Running Policy.

3.7.1. Violations of paragraphs 3.7.2. and 3.7.3, of this instruction, will not be referred to the United States Magistrate Judge (i.e., Pedestrian and Running Policy violations may be cited via DD Form 1408, but not DD Form 1805).

3.7.2. Pedestrian traffic.

3.7.2.1. Provisions of this paragraph govern pedestrian traffic on the installation and apply to all persons walking on roadways.

3.7.2.1.1. Pedestrians will obey all traffic control signals necessary for safe walking.

3.7.2.1.2. Pedestrians crossing a roadway, other than at an intersection or marked crosswalk, will yield the right-of-way to all approaching vehicles.

3.7.2.1.3. Pedestrians, including small troop details, will use sidewalks when available. When sidewalks are not available, the left side of the road, facing oncoming traffic will be used.

3.7.2.1.4. Foot troops in columns have the right-of-way over all traffic, except emergency vehicles, and will march in columns not greater than two abreast. Columns of three abreast will be permitted during morning parade and while

marching to and from ceremonies. All marching formations will march on the right side of the road as near the curb or shoulder as practical. No element of the formation will extend on or to the left of the center line. Unit commanders are responsible for the safe movement of foot troops and will:

3.7.3. Running safety.

3.7.3.1. When running on base, joggers will observe the following:

3.7.3.1.1. Individuals jogging, running or walking on roadways at night or in inclement weather (e.g., fog, rain, sleet, snow, etc.) will wear clothing/accessories containing retro-reflective properties visible from the front and back.

3.7.3.1.2. Will use sidewalk areas, where available, and will not obstruct traffic flow by running on the roads where sidewalks are available.

3.7.3.1.3. Will cross intersections and roads at the location of traffic control devices or marked crosswalks when available. When signals and crosswalks are not available, will yield to traffic.

3.7.3.1.4. Will observe all pedestrian control signals.

3.7.3.1.5. Will run in the opposite direction of traffic flow when not running as part of a formation.

3.7.3.1.6. Runners in groups of six or more will be considered a formation, and will observe the following:

3.7.3.1.6.1. A minimum of two front and two rear guards wearing reflective equipment will be employed in all formations. Persons in charge of formations are responsible for ensuring road guards are properly posted at the front and rear of running formations, astride the formation, halting the traffic as roads are crossed.

3.7.3.1.6.2. ..All road guards and/or personnel running outside the mass of a formation will be equipped with functioning flashlights during all runs conducted during the hours of darkness or other times of reduced visibility.

3.7.3.1.7. Military personnel participating in physical training (PT) will observe the following:

3.7.3.1.7.1. No formation will exceed three abreast when running on the installation's public roads.

3.7.3.1.7.2. No part of the formation will extend into the left lane or straddle the center line of the road.

3.7.3.1.7.3. Road guards will be posted to the front and rear of the formation to alert vehicular traffic to slow down.

3.7.3.1.7.4. Road guards will wear reflective vests, and during hours of darkness, will carry flashlights.

3.7.3.1.7.5. Individual stragglers from the military formation that are not accompanied by a road guard will follow the guidelines set forth in paragraph

above.

3.7.3.1.7.6. When running in groups, there will be a minimum of one (1) airman in the group to serve as the road guard and adhere to the requirements set forth in paragraph above.

3.7.3.1.7.7. Personnel in charge of each formation are responsible for directing or assisting vehicles to pass the formation from the front or the rear.

3.8. Speed restrictions.

3.8.1. Unless otherwise posted by sign or otherwise provided below, the speed limit on all streets and roadways throughout the installation is 25 MPH.

3.8.1.1. The speed limit in housing areas is 15 MPH, unless otherwise posted.

3.8.1.2. A 10 MPH speed limit will apply when approaching and passing within 200 feet of troops marching or running in formation.

3.8.1.3. The speed limit is 10 MPH in all parking lots and roads designated as service roads.

3.8.1.4. Except for safety, no person shall drive a vehicle at such a reduced speed that impedes the normal, orderly flow of traffic.

3.8.1.5. In addition to the specific speed restrictions imposed by this traffic regulation, no person shall drive a vehicle at a greater rate of speed than is reasonable and prudent under prevailing conditions and without due regard for actual and potential hazards.

3.8.1.6. Prohibited use of radar/laser speed detector.

3.8.2. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on the installation, and on other DOD installations pursuant to DODI 6055.4. This prohibition does not apply to the authorized use of speed detectors by law enforcement officials.

3.9. Distracted Driving. Driver distractions are prohibited on JBA to include, but are not limited to: utilizing a hand-held cell phone; video-viewing device; text messaging, video or picture messaging device; PDA; "Blackberry" or all other electronic devices without using a hands-free device. Handheld use of a global positioning system (GPS) device is considered distracted driving and is not authorized.

3.9.1. Vehicle operators on a DoD Installation and operators of GOVs (both on and off of a DoD Installation) will not use cell phones unless the vehicle is safely parked or they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones/hearing aids) while operating a motor vehicle is prohibited. See 32 CFR Section 210.3 paragraph (c). Use of a hands-free accessory (ear receiver) for cell phone use is only authorized in those instances where the device only covers/is inserted in one ear.

3.9.2. Any vehicle operator who receives a citation for distracted driving will have their base driving privileges suspended for 30 calendar days for the first offense. If an operator is cited a second time within a year, the suspension will be for 90 calendar days. When a driver is cited for distracted driving they will also be issued an immediate suspension. During the

issuance of the suspension, the driver must indicate if they will request a hearing to vacate the suspension or elect not to request a hearing to vacate the suspension. If the driver indicates they do not request a hearing to vacate the suspension, their driving suspension will go into effect the day after they receive the suspension for distracted driving. If the driver requests a hearing, the suspension will take effect after 29 calendar days have passed from the original issuance of the citation. This allows the operator 14 calendar days to request a hearing with the 11 MSG/CC to vacate the suspension and another 14 calendar days for the 11 MSG/CC to reply and/or schedule a hearing. If the 11 MSG/CC determines to vacate the suspension, the record of the suspension will be vacated and the driver's privileges will be restored. If the 11 MSG/CC determines there was cause to issue the citation and suspension, the suspension will go into effect the first calendar day following the 11 MSG/CC decision. Any driving suspensions started, will remain in effect for an operator that later decides to dispute the suspension after initially electing not to, until the appeal process concludes. For any operator that initially requests a hearing to vacate the suspension, but later decides not to/does not submit a hearing request, their suspension will begin automatically on the 29th calendar day after the citation was issued. The same rules above apply for when the 90 day suspension becomes effective.

3.9.3. Drivers are prohibited from viewing DVD/Video monitors (including cell phones and other electronic devices) in the course of driving any vehicle.

3.9.4. Nothing in this provision may be used as authority to issue a DD Form 1805 (US District Court Violation Notice) to an emergency responder for using hand-held radios while exercising appropriate due care in the operation of emergency vehicles. For the purpose of this regulation, the term "emergency responders" is defined as: police, security personnel, Security Forces, firefighters, emergency medical services, explosive ordnance disposal, bio-environmental and local, state and federal law enforcement officials in the performance of official duties.

3.10. DD Form 1805. Any violation issued on DD Form 1805 pursuant to a violation of this instruction or assimilated regulation(s) or law(s) will be cited as a violation of 32 CFR 210.3, JBA Inst. 31-218(1), AFI 31-218, AFMAN 31-116 or the pertinent Maryland Transportation Article Offense in question as appropriate.

3.11. Weapons. Drivers are prohibited from driving a motor vehicle on the installation while in possession of a firearm or other weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include: a pocket knife with a blade of less than 2 ½ (2.5) inches in length; "Leatherman" tool type knives; or multi-purpose knives possessed by tradesmen for work purposes. **Note:** This provision demonstrates that the weapons ban applying to federal facilities under 18 USC 930, likewise applies to vehicles being driven on the roads of JBA. This prohibition does not apply to military members or law enforcement officials who are in possession of government owned firearms being used in the course of their duties or in accordance with Maryland State Law.

3.12. Vehicle Registration and Insurance Policy

3.12.1. All POV operators must possess and supply upon demand to law enforcement personnel: a valid and current state driver's license, a valid and current vehicle insurance document, and a valid and current proof of vehicle ownership or State registration card.

3.12.2. Special purpose GOV operators must possess and supply upon demand a GOV operator's license. The GOV operator can only operate vehicles that are indicated on the back of the GOV operator's license.

3.12.3. Failure to retain or supply upon demand any of these documents will result in a thirty (30) day suspension of installation driving privileges. 11 SFG patrolmen will issue an Immediate Suspension or Revocation of Base Driving Privileges letter to the vehicle operator and issue an appropriate traffic citation for the violation. The vehicle operator will have five (5) business days to supply the required documentation to 11 SSPTS/S5A Reports and Analysis. After five (5) business days if the required documentation is not provided to 11 SSPSTS/S5A Reports and Analysis, their driving privileges will be suspended for a period of thirty (30) days. If this is a second violation for not having insurance or registration within a year of the first violation, your driving privileges will be suspended for ninety (90) days.

3.12.4. As with any revocation or suspension of driving privileges requests for reconsideration will be directed to 11 SSPTS/S5A Reports and Analysis.

Chapter 4

ADMINISTRATIVE PROCEDURES

4.1. Miscellaneous Motor Vehicle Regulations.

4.1.1. As a matter of traffic safety, wearing headphones or earphones covering both ears is prohibited for motor vehicle, bicycle operators and pedestrians who are on installation roads. This does not negate the requirement for wearing hearing protection when necessary. Drivers who are wearing headphones (other than an authorized hands-free phone accessory) should be cited pursuant to paragraph 3.10 above. Non-drivers who violate this subparagraph will not be referred to the United States Magistrate Judge (and therefore may be cited via DD Form 1408, but not DD Form 1805).

4.1.2. Passengers will not be transported in the bed of a vehicle that is transporting oversized items.

4.1.2.1. All military vehicles, when unattended and not in a secure motor pool or other secured authorized area, will be secured in a manner that prohibits unauthorized personnel from placing the vehicle into operation or moving it.

4.1.2.2. Vehicles will not be left unattended except for legitimate parking in authorized parking areas. No person driving or in charge of a motor vehicle will permit it to stand unattended without first stopping the engine; locking the handbrake; removing the key; and, when stopping on any grade, turn the front wheels to the curb or the side of the roadway.

4.1.2.3. In the event a person's vehicle undergoes a mechanical failure, thus preventing the vehicle from being moved immediately, the driver will take action to prevent the vehicle from obstructing traffic, and will notify BDOC immediately of the location of the vehicle and the expected time of removal.

4.1.2.4. Leaving children under the age of eight years or pet(s) unattended in a parked vehicle is prohibited.

4.1.2.5. Vehicles will not be driven in reverse unless the driver has checked the right-of-way for pedestrians, vehicles or other obstructions to the rear and both sides. Military vehicles, and any vehicles from which the driver cannot see in all directions while backing, will have a spotter to the rear of the vehicle, if available.

4.1.2.6. The owner of a vehicle is responsible for their vehicle at all times and will not knowingly lend or allow their vehicle to be operated on the installation by a person who does not have a valid driver's license or learner's permit. They will also not allow anyone who is under the influence of alcohol or drugs, or has a known physical or mental defect that could reasonably be expected to impair his/her ability to safely operate the vehicle.

4.1.2.7. No owner will lend, lease or use their vehicle to transport passengers for compensation, except as provided for in other pertinent regulations and state and local laws.

4.1.2.8. No person will transport in any vehicle on the installation any intoxicating beverage except in its original package or container that is unopened and the seal intact.

An opened package or container can be locked in the rear trunk or rear compartment or any other locked outside compartment if not accessible to the driver or any other person in the vehicle while it is in motion.

4.1.2.9. No person will consume or have any opened intoxicating beverage while they are in/on any vehicle located on the installation, whether the vehicle is stationary or in motion.

4.1.2.10. All vehicles located on the installation are subject to search when there is probable cause, or when authorized by the Installation Commander, in accordance with command authority to direct inspections (AFI 31-218 and AFMAN 31-201V3, *Flight Operations*). Persons not subject to the Uniform Code of Military Justice (UCMJ) who refuse to consent to a search may be immediately denied entry to the installation by gate security or law enforcement personnel, and thereafter may be barred from the installation.

4.1.2.11. No person will perform major repairs or overhauls of POVs in parking lots or other unauthorized areas on the installation. Individuals in the unaccompanied enlisted personnel housing area are also covered by this restriction. Major repairs are those repairs taking longer than 90 minutes to complete. **Note:** Personnel may add fluid to ensure a vehicle is operated safely, however, in the event that the vehicle has a fluid leak, the operator is prohibited from adding the same fluid on multiple occasions without first obtaining proper repair of the vehicle.

4.1.2.12. No vehicle will be pushed by another vehicle on the installation. When one vehicle is towing another, the connection will not exceed 15 feet. A drawbar will be used to tow vehicles with power brakes. Except in emergency situations, no vehicle will be towed during the hours of darkness. Vehicles being towed must have operable brake lights. When one vehicle is towing another and connection consists of a chain, rope or cable, there will be displayed, upon such a connection, a white flag or cloth, not less than 12 inches square.

4.1.2.13. Oversized, recreational vehicles, boats, and privately owned residential type mobile trailers may not be parked on the installation, except within the Morale, Welfare and Recreation (MWR) vehicle lot, and only then with the authorization of the 11th Force Support Squadron, Directorate of MWR. The housing and unaccompanied enlisted personnel housing areas are also covered by this parking restriction. Only authorized MWR patrons may use the MWR residential vehicle lot. Non-residential trailers (including commercial storage type trailers) are prohibited on the installation without the express authorization of the 11 WG Commander. At no time may a recreational vehicle serve as living quarters for any JBA personnel. Exception: Use in the designated FAMCAMP area.

4.2. Vehicle Impoundment and Towing Policy.

4.2.1. POVs may be impounded and/or towed, when necessary.

4.2.1.1. Implied consent to impoundment. As per AFMAN 31-116 and AFI 31-218 paragraph 2-3, any person granted the privilege to operate or register a motor vehicle on a military installation shall be deemed to have given his or her consent for the removal and temporary impoundment of the POV when: (a) it is parked illegally or for unreasonable periods (as determined by the delegated authority herein to the USAF 11 WG

Commander, and 11 SFS, or other applicable authority); (b) it interferes with military operations, creating a safety hazard; (c) it is disabled by accident; (d) it is left unattended in a restricted or controlled area; or (d) it is abandoned. Such persons further agree to reimburse the United States for the cost of towing and storage should their motor vehicle be removed or impounded. Authority to make determinations pertaining to the existence of these conditions is delegated to the 11 WG Commander, and the Defense Force Commander.

4.2.1.2. The policies and procedures pertaining to vehicle impoundment are set forth in AFMAN 31-116 and AFI 31-218, Chapter 6. Consistent with that directive the following applies.

4.2.1.2.1. POVs will not be impounded unless they clearly interfere with on-going operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, or are stolen or abandoned.

4.2.1.2.2. The impoundment of a POV is inappropriate when reasonable alternative to impoundment exists.

4.2.1.2.3. Attempts should be made to contact the owner of the POV and have the vehicle removed.

4.2.1.2.4. The vehicle may be moved a short distance to a legal parking area and temporarily secured until the owner is located.

4.2.1.2.5. Another responsible person may be allowed to drive or tow the POV, with permission from the owner, operator, or person empowered to control the vehicle. In this case, the owner, operator, or person empowered to control the vehicle will be informed that the law enforcement personnel are not responsible for safeguarding the POV.

4.2.1.3. Impoundment of POVs is justified for the following conditions:

4.2.1.3.1. The vehicle is illegally parked.

4.2.1.3.1.1. When double-parked on a street and interferes with the orderly flow of traffic.

4.2.1.3.1.2. When parked on a sidewalk, within an intersection, on a crosswalk, in a fire lane, or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station.

4.2.2. When blocking an emergency exit door of any public place (Community Activities Center, dining facility, Health Clinic, or other facility)

4.2.2.1. In a "tow-away" zone that is so marked with proper signs. The vehicle interferes with:

4.2.2.1.1. Street clearing or snow removal operations, and attempts to contact the owner have been unsuccessful.

4.2.2.1.2. Emergency operations, such as a natural disaster or fire, or to remove debris from the disaster area during cleanup operations.

4.2.2.1.3. The POV was involved in a crime or contains evidence of criminal activity.

4.2.2.1.4. The owner or person in charge of the vehicle has just been apprehended and is unable or unwilling to arrange for the vehicle's custody or removal.

4.2.2.1.5. The POV is mechanically defective and is a menace to others using public roadways.

4.2.2.1.6. The POV is disabled by a traffic accident, and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

4.2.2.1.7. Law enforcement personnel reasonably believe that the vehicle is abandoned. Vehicles with expired or no safety inspection and/or registration, or those not operated for a period of several days due to mechanical breakdown or absence of the owner may be considered abandoned, unless owner is deployed and the vehicle is parked in long term parking with current registration.

4.2.3. Procedures for impoundment (unattended POVs):

4.2.3.1. DD Form 2504, Abandoned Vehicle Notice, will be conspicuously placed on POVs considered abandoned. This action will be documented by an entry in the Police Blotter. The 11 SFS/CC must authorize the impoundment/towing of any vehicle.

4.2.3.2. The owner will be allowed three days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If the vehicle has not been removed after three days, the Defense Force Commander is authorized to direct its removal by the contracted wrecker service. A vehicle may be towed/impounded without notice to the owner if its presence presents a traffic hazard or is parked in a tow-away zone.

4.2.3.3. After removing the vehicle, the installation BDOC will complete a blotter entry as a record of actions taken.

4.2.3.4. DD Form 2507, Notice of Vehicle Impoundment, will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action and request information concerning the owner's intentions pertaining to the disposition of the vehicle. **Note:** The warning of sale or disposition required by 10 USC 2575 may be incorporated with the DD Form 2507 notification package.

4.2.3.5. Stolen POVs or vehicles involved in criminal activity.

4.2.3.6. When a POV is to be held for evidentiary purposes, the vehicle will remain in the custody of the appropriate law enforcement agency until law enforcement purposes are completed.

4.2.3.7. Recovered stolen POVs will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

4.2.3.8. A POV held on request of other authorities will be retained in the custody of Security Forces until the vehicle can be released to such authorities.

4.2.4. Procedures for towing and storing impounded vehicles.

4.2.4.1. Impounded POVs will be towed by the contracted civilian towing service. An approved impoundment area belonging to the contracted wrecker service may be used provided the area assures adequate accountability and security of towed vehicles (authorized by AFI 31-218, para 6-3).

4.2.4.2. Temporary impoundment and towing of POVs for violations of this regulation or involvement in criminal activities will be accomplished under the direct supervision of law enforcement personnel.

4.2.4.3. Actions to dispose of the vehicle after lawful impoundment.

4.2.4.4. If a POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. The vehicle must then be returned to the owner without delay, unless directed otherwise by competent authority.

4.2.4.5. If the vehicle is unclaimed after the period specified in AFI 31-218, para 6.6 from the date notification was mailed to the last known owner, the vehicle will be disposed of by one of the following procedures:

4.2.4.5.1. Released to the lien-holder, if known.

4.2.4.5.2. Processed as abandoned property in accordance with DOD 4160.21-M, paragraph 40 (which specifies procedures which may ultimately result in the sale or other disposition of abandoned property which is in the possession of the U.S. government at the expiration of 45 days after the date when the notice required by 10 USC 2575, giving the time and place of the intended sale or other disposition, has been sent by certified or registered mail to that person at their last known address).

4.2.4.6. All contracts for the disposal must comply with 10 USC 2575. The Defense Force Commander will ensure that the notice of impoundment / towing of the abandoned vehicle also includes the following (or a similar notice) sent by certified or registered mail to the owner, at their last known address:

4.2.4.6.1. "Under the law, 10 USC 2575, you are hereby advised that the property described above shall be sold or otherwise disposed of at (location, on [approximate date at least 45 days into the future]). A request for the return of the property shall be honored, if received before the time specified. Request for return of the property after the specified time shall be honored only if disposition has not been made."

4.2.4.7. If diligent efforts have failed to identify an owner, the property will be disposed of without delay following the procedures of DOD 4160.21-M, except that if the property is valued at a fair market value of more than \$300, the item may not be disposed of until 45 calendar days after the date it is received at the designated storage point (10 USC 2575(a)).

4.3. Driving Records and the Traffic Point System.

4.3.1. Driving records will be maintained in accordance with Chapter 5, AFI 31-218 and AFI 33-364, *Records Disposition—Procedures and Responsibilities* on all personnel cited for violations of this regulation. Violations of the installation traffic code will result in assessment of traffic points.

Chapter 5

POLICY ON VIOLATIONS ENFORCEABLE VIA US DISTRICT COURT VIOLATION NOTICE OR ARMED FORCES TRAFFIC TICKET

5.1. Traffic Violations. Those individuals delegated law enforcement authority on the installation have the discretion to cite violations of this regulation as authorized by DOD Directive 5525.4, and 32 CFR Section 210.3, and 40 USC Section 1315 (the successor statute to 40 USC 318c both of which grant authority to delegate law enforcement authority to the DOD), Federal Law, and those provisions of Maryland Law subject to 18 USC Sections 7 and 13. All portions of the installation which fall within the jurisdiction of the US Air Force (including the family housing units operated by the privately operated residential community manager on the installation) are within the Special Maritime and Territorial Jurisdiction of the United States within the District of Maryland.

5.1.1. Accordingly, traffic violations may be cited as follows:

5.1.1.1. Violations of the Federal Criminal Code-citing the pertinent federal provision, or

5.1.1.2. In the absence of an on-point Federal Criminal Code offense, violations of the Maryland Code, assimilated pursuant to 18 U.S.C. Sections 7 and 13, or

5.1.1.3. Violations of this regulation (the JBA Traffic Code), cited according to the regulatory paragraph in question [e.g. Violation of 32 CFR 210.3(c), JBA Instruction 31-218, Paragraph 4-11 or AFMAN 31-116, Driving While Using Handheld Phone].

5.1.2. The following personnel who commit a moving traffic violation will be issued citation(s) via DD Form 1805:

5.1.2.1. Civilians.

5.1.2.2. All reservists/guardsmen not on active duty or weekend drill duty.

5.1.3. The following personnel who commit a moving traffic violation will be issued citation(s) via DD Form 1408:

5.1.3.1. All active duty personnel, regardless of military branch or assignment location.

5.1.3.2. All reservists/guardsmen on active duty or weekend drill duty.

5.2. Punishments for cited violations of the Installation Traffic Code.

5.2.1. If a traffic violation is cited under this traffic code, the punishment for said violation is set forth at 32 C.F.R. Section 210.3. As such, violations constitute federal misdemeanor offenses which could result in the maximum punishment of a fine and/or incarceration for up to 30 days (as determined by a United States Magistrate Judge). Note that violations cited pursuant to the Federal Criminal Code or the Assimilative Crimes Act (18 USC Sections 7 and 13) are subject to different penalties. Individuals who violate this regulation are also subject to administrative actions which could include: actions pursuant to AFI 31-218 (driving points, restrictions, on-base driving privilege revocation, etc.); employment discipline; and other administrative sanctions authorized by law.

5.3. GOVs. As per AFI 31-218, paragraph 4-9a, offenses occurring when the operator is driving a government vehicle will not be referred to a United States Magistrate Judge; instead these violations should be cited via an Armed Forces Traffic Ticket (DD Form 1408).

5.3.1. Mandatory Identification of Unit Affiliation and Notification to Unit Commanders. When a military member operating any vehicle or DOD civilian employee operating a GOV is issued a traffic citation (DD Form 1408), the citing officer must annotate the ticket to clearly show the military unit of the offender. Furthermore, pursuant to AFI 31-218, paragraph 4-9, the 11 SSPTS/S5A will properly notify the unit commander that the military member/DOD civilian employee has received a citation by sending a copy of the citation.

Chapter 6

SAVINGS

6.1. Savings Provision.

6.1.1. **To** the extent that any provisions set out in this regulation are in conflict with provisions of federal law or regulations, the conflicting provisions shall be deemed inoperative solely to the extent of the conflict.

BRADLEY T. HOAGLAND, Colonel, USAF
Commander, 11th Wing/Joint Base Andrews

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

18 USC 13, *Crimes and Criminal Procedures*

40 USC 1315 (and its predecessor, 40 USC 318a through d) *Law Enforcement Authority of Secretary of Homeland Security for Protection of Public Property*

DOD Directive 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 1 Jul 2001

AFI 31-218, *Motor Vehicle Traffic Supervision*, 25 January 2006

DOD 4160.21-M, *Defense Utilization and Disposal Manual*, 18 Aug 1997

DODI 6055.4, *DoD Traffic Safety Program*, 23 Jan 2013

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

AFMAN 33-363, *Management of Records*, 01 Mar 2008

AFMAN 31-201V3, *Flight Operations*, 24 Aug 2009

10 USC 2575, *Disposition of Unclaimed Property*

AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 22 Dec 2006

AFI 90-802, *Risk Management*, 11 Feb 2013

AFI 91-207, *USAF Traffic Safety Program*, 12 Sep 2013

Adopted Forms

AF Form 847, *Recommendation For Change of Publication*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1805, *U.S. District Court Violation Notice*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2507, *Notice of Vehicle Impoundment*

AF IMT332, *Base Civil Engineer Work Request*

Abbreviations and Acronyms

AFMSP—Air Force Motorcycle Safety Program

ANSI—American National Standards Institute

BDOC—Base Defense Operations Center

CFR—Code of Federal Regulations

DIS—Directorate of Installation Services

DOT—Department of Transportation

DUI—Driving Under the Influence

ETS—Expiration of Term of Service

GOV—Government Owned Vehicle

GPS—Global Positioning System

JBA—Joint Base Andrews

MWR—Morale, Welfare and Recreation

PCS—Permanent Change of Station

POV—Personally Owned Vehicle

PT—Physical Training

TDY—Temporary Duty Station

UCMJ—Uniform Code of Military Justice

UNECE—United Nations Economic Commission for Europe

USC—United States Code

Attachment 2**JBA PARKING PLAN**

A2.1. Each military general or field grade commander, their first sergeants and second in command are authorized to have one reserved parking space at their headquarters.

A2.2. each company grade commander and their first sergeant are authorized to have one reserved parking space for their facility.

A2.3. If a building has no residing military commander, the civilian director is authorized one reserved parking space. If there is more than one director located in the same building (with no residing military commander), then the senior most individual is authorized the reserved parking space. This also applies to field operating agencies and non-DoD agencies located on the installation.

A2.4. Each headquarters and company area is authorized, in addition to the above, two reserved parking spaces each for Military Vehicles and Visitors. Handicapped spaces will be governed IAW Maryland vehicle code (based on total number of spaces per lot).

A2.5. All requests for additional reserved parking spaces must be submitted on a work order request (AF Form 332) through Safety, Security Forces and the Base Engineering Traffic Working Group. The work order request will be considered based upon review of the justification and will be coordinated with the Base Engineering Traffic Working Group for approval.

A2.6. All approved parking spaces must be made and marked by CE, only after approval by the Installation Commander. All marking must comply with the standards set in the Manual for Traffic Control Devices.

A2.7. Compliance with this regulation will provide the installation with an effective means of utilizing parking that is available to its fullest extent. Reserved parking will be enforced by the Security Forces and designated Traffic Wardens. Unit Commanders will designate one primary and one alternate, E-5 or above, Traffic Warden in writing to 11 SFS/S3L.

A2.8. Emergency vehicles responding in an emergency capacity will have no parking restrictions.

Attachment 3

TRAFFIC POINTS

A3.1. Traffic points will be assessed as prescribed in Chapter 5, AFI 31-218 and AFMAN 31-116, Chapter 5. Accumulation of points in excess of limits established in AFI 31-218 may result in the suspension/revocation of installation driving privileges. The point system applies to all operators of vehicles (either privately owned or government owned or leased) cited via Armed Forces Traffic Ticket (DD Form 1408) or United States District Court Violation Notice (DD Form 1805) for offenses committed on the installation. The point system also applies to off-base incidents committed by operators of U.S. Government motor vehicles. Points will be assessed pursuant to AFI 31-218, Table 5-2, when the person is found to have committed a violation and the finding is by either the unit commander, civilian supervisor, a military or civilian court (including a U.S. Magistrate Judge), or by payment of fine, forfeiture of pay or allowances, or posted bond, or collateral, (see, AFI 31-218, paragraph 5-3).

Figure A3.1. Point Assessment for Moving Violations.

Violation	Points Assessed
Reference paragraph 4.1. See Note #1	2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See note #2	3
Failure to yield to pedestrians in designated walkway/crosswalk. See note #2.	3

Notes:

1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used.
2. When violation occurs within an active school zone, add 1 point to point assessment.

Figure A3.2. Point Assessment for Non-Moving Violations.

Violation	Point Assessed
Unattended Child under 8 years of age left in vehicle. Animals are included if a danger exists to the animal. See; note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap Area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Improper Parking. See note #3.	2
Improper Registration (expired or unregistered).	2

Notes:

1. When two or more violations are committed on a single occasion, points may be assessed for Each violation.
2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard Registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for "Van" access only, and handicap registrant has parked another vehicle class instead.
3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles).
4. When a SFMIS Report (or AF Form 3545 if SFMIS Reporting is unavailable) will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. Example: If Children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person.
5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.

A3.2. The Installation Commander or delegate may require the following driver improvement measures as appropriate:

A3.2.1. Advisory letter through the unit commander or supervisor to any person who has acquired six traffic points within a six-month period.

A3.2.2. Counseling or a driver improvement interview must be conducted by the unit commander, of any person who has acquired more than six but less than 12 traffic points within a six-month period. This counseling or interview should produce recommendations to improve driver performance.

A3.2.3. Referral for medical evaluation when a driver, based on reasonable belief, appears to have mental or physical limits that have had or may have an adverse effect on driving performance.

A3.2.4. Attendance at remedial driver training to improve driving performance.

A3.2.5. Referral to an alcohol or drug treatment or rehabilitation facility for evaluation, counseling or treatment. This action is required for active military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic citation, incident, or accident.

A3.2.6. An individual's driving privileges may be suspended or revoked as provided by this regulation regardless of whether these improvement measures are accomplished.

A3.2.7. Persons whose driving privileges are suspended or revoked (for a violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months) will be notified in writing through official channels (AFI 31-218, para 2-6). Except for the mandatory minimum or maximum suspension or revocation periods prescribed by AFI 31-218, Table 5-1, the Installation Commander, or delegate, will establish periods of suspension or revocation. Any revocation based on traffic points must be no less than six months. A longer period may be imposed on the basis of a person's overall driving record considering the frequency, flagrancy, severity of moving violation, and the response to previous driver improvement measures. In all cases, military members must successfully complete a prescribed course in remedial driver training before driving privileges are reinstated.

A3.2.8. Points assessed against a person will remain in effect for point accumulation purposes for 24 consecutive months. The review of driver records to delete traffic points should be done routinely during records update while recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation.

A3.2.8.1. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocation. Recorded entries will remain posted on individual driving records for the period of time indicated below.

A3.2.8.2. Chargeable nonfatal traffic accidents or moving violations - three years.

A3.2.8.3. Non-mandatory suspensions or revocations - five years.

A3.2.8.4. Mandatory revocations - seven years.